

## V. License Renewal

Regulations: 180 NAC 3-20

Absent any actions by the department or the licensee, a license remains in effect for five years. An application for license renewal must be received by the department at least 30 days prior to the expiration date to avoid a new application fee. If the licensee files the application for license renewal at least 30 days before the expiration date of the license, the present license will automatically remain in effect until the Agency takes final action on the renewal application. However, if the licensee files an application less than 30 days before the expiration date and the Agency cannot process it before that date, the licensee will be without a valid license when the license expires.

Renewals require submittal of an entire new application, completed as if it were an application for a new license. Renewal applications should be submitted without reference to documentation and information submitted previously.

For renewal and amendment requests applicants must do the following:

- Be sure to use the most recent guidance in preparing an amendment request.
- Provide the license number.
- For renewals submit an entire new application on Form NRH-5 and Appendix B of this guide, completed as if it were an application for a new license, with appropriately supplemented, complete and up-to-date information about the applicant's radiation protection program, demonstrating compliance with all licensing and regulatory requirements in effect at the time of renewal.
- Submit one original copy of the application on a Form NRH-5 and if possible one electronic copy on a diskette or CD. The licensee should maintain a copy of the submitted and referenced documentation on file.